

PART I – GENERAL PURPOSE, DEFINITIONS AND RESPONSIBILITIES

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1.2 DEFINITIONS

In this Policy:

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- x) **“Civic Square”** means the square located at City Hall and the grounds of City Hall immediately adjacent to the square.

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1.3 RESPONSIBILITIES

1.3.1 City Clerk

- x) receive and administer appeals under Part X – Use of Civic Square;
- x.1) remit appeals under Part X – Use of Civic Square to the City Manager;

1.3.2 City Manager

- x) consider and decide on appeals relating to Part X – Use of Civic Square;

1.3.3 Communications and Public Engagement Department

- x) implement, administer and interpret Part X – Use of Civic Square;
- x.1) develop procedures for effective administration of Part X – Use of Civic Square;
- x.2) approve or deny applications to use Civic Square pursuant to Part X – Use of Civic Square;

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PART X – USE OF CIVIC SQUARE

X.1 PURPOSE

X.1.1 The purpose of this Part is to establish a protocol relating to the use of Civic Square that ensures Civic Square is used in a safe, orderly, fair and democratic manner.

X.2 DEFINITIONS

In this Part:

- a) **“Applicant”** means a person who has applied to host a Permitted Event in Civic Square;
- b) **“Department”** means the Communications and Public Engagement Department;
- c) **“Display”** means a structure erected for longer than the duration of a Permitted Event;
- d) **“Permitted Event”** means an event hosted at Civic Square for which an Applicant has received a permit approved by the City.

X.3 POLICY

X.3.1 General Principles – Use of Civic Square

- a) Civic Square is open to the public and nothing in this Part is intended to unjustifiably infringe upon rights and freedoms enshrined by the *Canadian Charter of Rights and Freedoms*.
- b) Applications to use Civic Square submitted pursuant to this Part will only be approved for community activities sponsored by civic departments and for community groups, charitable and non-profit organizations to increase public awareness for their causes, promote fundraising activities, support major sporting, cultural and entertainment programs of the City or other civic initiatives.
- c) Civic Square shall not be used, whether for a Permitted Event or otherwise, if the use or communication associated with the use:
 - i) is contrary to any City policies or bylaws, or any other laws;

- ii) espouses hatred, violence, racism or is otherwise discriminatory or contrary to the *Canadian Charter of Rights and Freedoms* or *The Saskatchewan Human Rights Code, 2018*;
 - iii) restricts or is not open to the general public;
 - iv) interferes with pedestrian traffic or with normal business activities conducted at City Hall;
 - v) presents a risk to public health and safety or a risk of damage to property;
 - vi) is for profit, unless the commercial use is approved as incidental or otherwise ancillary to the event.
 - vii) is likely to cause damage to or result in litter being deposited at Civic Square; or
 - viii) requires the approval of a permit under this Part, but a permit is not obtained.
- d) Displays are prohibited.

X.3.2 Criteria – Use of Civic Square Applications

- a) Applications to use Civic Square will be reviewed and approved by the Department in accordance with this Part.
- b) An application to host an event at Civic Square is required if the proposed event:
 - i) requires the use of utilities;
 - ii) involves setting up structures, including, but not limited to, tables, chairs, tents, signage or sound amplifying equipment;
 - iii) involves serving food or drinks;
 - iv) has an incidental or ancillary commercial or for-profit component to the event; or
 - v) includes, or is anticipated to include, more than 25 persons.
- c) An application for permit may be denied if:

- i) the proposed event or communication is contrary to the General Principles articulated in section X.3.1;
 - ii) the Applicant, or any person closely associated with the Applicant, has previously contravened this Part;
 - iii) the event occurs on a weekend or statutory holiday or outside of City Hall business hours [8 am to 5 pm];
 - iv) the City will incur costs as a result of the event that will not be covered by a deposit;
 - v) permanent modifications are required to be made to Civic Square;
 - vi) the application form is incomplete, or false or misleading information is provided;
 - vii) the Applicant fails to provide additional information requested by the Department;
 - viii) the application is otherwise contrary to this Part.
- d) Applications will be reviewed on a first-come first-served basis and no Applicant has exclusive rights to any given day for their event.
 - e) Applications will only be considered for individual events and requests for repeated future use will not be considered.
 - f) Permitted Events shall not have exclusive use of Civic Square.

X.3.3 Procedure – Use of Civic Square Applications

- a) Applications to use Civic Square shall be submitted to the Department at least 30 business days in advance of the event.
- b) At its discretion, the Department may waive the 30-day requirement if the Applicant demonstrates it could not have provided 30 days notice.
- c) Requests made under this Part must be submitted in writing in the form prescribed in Appendix X (available at www.saskatoon.ca). The request form shall include:
 - i) the name, objective and purpose of the event;

- ii) the name, telephone number and email address of the principal organizer of the event;
 - iii) any sponsors of the event;
 - iv) the date, time and duration of the event;
 - v) a description of the proposed event including:
 - A) the theme of any communications that will be made at the event; and
 - B) any aspect of the event that is for-profit;
 - vi) the anticipated number of participants;
 - vii) any equipment, structures or other items which will be brought on site; and
 - viii) a plan to clean up and restore the site following the event.
- d) Any requests for a flag raising shall be made in accordance with Part 2 of this Policy.
- e) After receipt of an application the Department may do any of the following:
- i) require the Applicant to provide proof of adequate liability insurance for the duration of the event;
 - ii) require the Applicant to provide additional information, as necessary;
 - iii) require a deposit to cover costs that the City may incur including utility costs, staffing costs, repairing damage or additional cleaning;
 - iv) impose additional conditions on the event if deemed necessary.
- f) If the Department is satisfied that it has all necessary information and documentation to adjudicate the application, the Department will:
- i) review all information to determine if the application meets the criteria established by this Part; and

- ii) notify the Applicant in writing whether the application has been approved or denied.
- g) The City reserves the right to cancel a Permitted Event if:
 - i) not earlier than 3 months before the event, the area is required for City-sponsored activities;
 - ii) the Applicant fails to comply with the requirements under this Part;
 - iii) the Applicant has provided false or misleading information in its application; or
 - iv) the event or participants in the event contravene any laws or the provisions under this Part.

X.3.4 Procedure – Appeal to City Manager

- a) If the Applicant believes the Department has misapplied or misinterpreted the provisions of this Part, the Applicant may appeal the decision to the City Manager.
- b) Appeals must be submitted in writing to the City Clerk's Office in the form prescribed in Appendix Y (available at www.saskatoon.ca). The appeal form shall include:
 - i) the date of the original application;
 - ii) the reasons provided by the Department for their decision;
 - iii) a description of how the Department erred in applying this Policy; and
 - iv) any documentation supporting the appeal.
- c) Upon receiving an appeal, the City Manager shall notify the Department of the Appeal and the Department shall provide to the City Manager and the Appellant a copy of the original application, including any attachments or email correspondence.
- d) The City Manager may seek additional information from either party, as required. The Applicant shall have the opportunity to respond to any additional information.

- e) All appeals shall be considered only on the basis of the written documentation provided. There shall be no right to an oral hearing.
- f) The City Manager shall consider the appeal and approve or deny the appealed application, in writing.

APPENDIX X – Application for Use of Civic Square Form

Instructions

- i All requests to use Civic Square shall be submitted at least 30 business days prior to the date for which the use is requested to the Communications and Public Engagement Department.
- ii The Department shall:
 - review all requests for eligibility in accordance with Policy No. C01-028, *Protocol Policy*;
 - notify Applicants in writing of the City of Saskatoon’s decision regarding requests received.
- iii The Department will not consider any Request Forms that are not filled out completely.
- iv Requests for a flag raising must be made separately and shall be submitted and approved in accordance with Part 2 of this Policy.

Date Required:	Start Time:
	End Time:

Applicant’s Information

Applications will not be accepted from third parties on behalf of organizations. Applicants must be members of, or directly affiliated with, the organization for which they are applying.

Organization’s or Community Group’s Name:		
Mailing Address:		
City:	Province:	Postal Code:
Organization’s Website Address:		
(If unavailable, please attach a copy of your organization’s official letterhead or make reference to its social media account).		

Applicant's Name and Position with the Organization:	
Business Phone Number:	Alternate Phone Number:
Email Address:	
Description of Organization: Please provide a brief description of the organization's mandate and any other relevant information about the organization.	

Event Details

Applications are considered complete once all required information is received by the Communications and Public Engagement Department. The Applicant is responsible for ensuring that all requirements outlined in Policy No. C01-028, *Protocol Policy* have been met for the use of Civic Square.

Details of Use of Civic Square Request: Please provide a description of the purpose of the event including why the event or issue meets the requirements of the Policy (attach additional pages if necessary).
Number of Expected Participants:

Clean up Plan:

Please provide a description of the plan that will be implemented following the event to clean up and restore the event site.

Will food or beverages be served at your event?

Yes

No

Note: If yes, the Applicant must ensure that any requirements imposed by the Provincial Government on the service of food or beverages are met.

Will you be distributing literature or information handouts as part of your event?

Yes

No

Will your event utilize sound amplification equipment?

Yes

No

Note: Compliance with *The Noise Bylaw, 2003* is required.

Will your event require a utility hookup?

Yes

No

Will your event involve setting up structures, including tents, tables or chairs?

Yes (describe below) No

Set up of Structures:

Please provide a description of what structures, if any, including tents, tables or chairs, will be set up and approximately how many of each.

Will your event involve ancillary or incidental commercial activity?

Yes (describe below) No

Ancillary or Incidental Commercial Activity:

Please provide a description of the ancillary or incidental commercial activity, if any, that will be occurring at the event and the amount(s) that will be charged to customers. Please also describe why the commercial activity is not the main activity of the event.

I hereby certify that all information contained in this application form is accurate.

Applicant's Signature

Date:

APPENDIX Y – Use of Civic Square Appeal Form

Instructions

If an Applicant for the use of Civic Square believes that the Communications and Public Engagement Department has misapplied or misinterpreted the criteria for permitting an application, the Applicant may appeal the decision to the City Manager by filling out and submitting this form to the City Clerk’s Office.

Date Original Request Provided to Communications and Public Engagement Department:	Date Notice of Rejection Received from Communications and Public Engagement Department:
Reason(s) Provided for Rejection of Request:	

Appellant’s Information

Applications for appeal will not be accepted from third parties on behalf of organizations. Appellants must be members of, or directly affiliated with, the organization for which they are appealing.

Organization’s or Community Group’s Name:		
Mailing Address:		
City:	Province:	Postal Code:
Organization’s Website Address: (If unavailable, please attach a copy of your organization’s official letterhead or make reference to its social media account).		
Appellant’s Name and Position with the Organization:		

Business Phone Number:	Alternate Phone Number:
Email Address:	
Reason(s) for Appeal: Please describe the reason(s) for the appeal and attach any documentation to support your appeal.	

I hereby certify that all information contained in this form is accurate.

Appellant's Name

Date: